



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
12000 Government Center Parkway, Suite 427
Fairfax, Virginia 22035-0013

www.co.fairfax.va.us/dpsm

V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

NOV 01 2002

The Hobart West Group
2070 Chain Bridge Road, Suite G55
Vienna, Virginia 22182

Attention: Lisa Bryant, Vice President
Subject: Acceptance of Contract Award
Reference: RFP02-587670-16; Temporary Clerical Services

ACCEPTANCE AGREEMENT

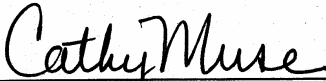
Award is hereby made on October 31, 2002, to The Hobart West Group for the term from November 1, 2002 through October 31, 2003 for Temporary Clerical Services in accordance with:

- 1) This Acceptance Agreement;
- 2) The terms and conditions of RFP02-587670-16;
- 3) Awarded categories, Administrative Assistance I and II.
- 4) Memorandum of Negotiations executed as of this date.
- 5) This contract hereafter shall be known as BL02-587670-16C

Other representations:

This is not an order; Purchase Order or other notice to proceed will follow. An original Certificate of insurance, as described in Paragraph 20 of the Special Provisions, is required within ten (10) days of contract award. All prior representations and additional or inconsistent oral or written statements are superceded, null and void. Contract award documents may be viewed on the Department of Purchasing and Supply Management website at fairfaxcounty.gov/dpsm/contracts.htm.

County Purchasing Agent:



Cathy Muse, CPPO



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

12000 GOVERNMENT CENTER PARKWAY, SUITE 427

FAIRFAX, VIRGINIA 22035-0013

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VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3223 TTY: 1-800-828-1140

ISSUE DATE MAY 30, 2002	REQUEST FOR PROPOSAL NUMBER: RFP02-587670-16	FOR: TEMPORARY CLERICAL SERVICES
AGENCY: VARIOUS	DATE/TIME OF CLOSING: JUNE 27, 2002/3:00 P.M.	CONTRACT ADMINISTRATOR: LONNETTE ROBINSON AT 703-324-3281; email to lrobin@fairfaxcounty.gov

Proposal - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

NOTE: Fairfax County does not discriminate against faith-based organizations in accordance with the Code of Virginia, §22-434.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.: 703-556-9610/ 703-790-5397

The Hobart West Group

E-Mail Address: ljohnson@hobartwest.com

2070 Chain Bridge Rd

VA State Contractor's License
No.: T019807-9

Suite G55

Federal Social Security No.: 223579849

Vienna, VA 22182

Prompt Payment Discount: 0 % for payment within 0 days/net
0 days

Fairfax License Tax No.: _____

CHECK ONE: ☐ INDIVIDUAL

☐ PARTNERSHIP ☒ CORPORATION

State in which Incorporated: NJ

Lisa R. Bryant
Vendor Legally Authorized
Signature

1996

Date

L. Bryant, Vice President
Print Name and Title

Hobart West Group, LLC
Secretary

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in Paragraph 64 of the General Conditions and Instructions to Bidders, regarding financial disclosure requirements.

Sealed proposals subject to terms and conditions of this Request for Proposal, will be received at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035 until time/date specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the offeror.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPSM32) (rev 2/02)

**Memorandum of Negotiations for BL02-587670-16C
Temporary Clerical Services**

The Fairfax County (hereinafter called the County) and The Hobart West Group (hereinafter called the Contractor) hereby agrees to the following in execution of Contract BL02-587670-16C.

The Contract shall include the following:

- The Request for Proposal (RFP), as issued to include Addendum No. 1 and 2
- Manpower International, Inc.'s Technical and Business Proposals dated June 26, 2002
- This Memorandum of Negotiations
- Any subsequent amendments to the contract mutually agreed upon in writing between the County and Manpower International, Inc.

The following provision is to be incorporated in the Contract:

1. Work Orders. What are the normal hours? Is there 24 hour service? When will an agency be notified that the order is/can be filled?

Hobart West normal working hours are 8am-5pm.

Hobart West has the ability to handle work requests after the stated office hours, 24 hours/day.

Once an order is received from the agency, HWG will confirm the order with the agency within 30 minutes.

2. Same-day work orders. For same day requests, how long will it take for a temp to be on-site: 1 hour or 24 hours? When will the agency be notified about the order's status?

Once a work request is received from the agency, HWG will give that order the highest priority. Depending on the availability of our Admin I, Admin II- we would anticipate an arrival time of 1-2 hours upon receipt of work request.

The agency will be notified within 30 minutes of the work request.

3. If an order cannot be filled. How long will it take for the agency to be notified?

All work requests received from the agency will receive the highest priority. Depending upon the anticipated start date of the work request, HWG will notify the agency immediately if a work request cannot be filled by HWG.

4. Unplanned absenteeism of a temporary assigned to a County agency. What is the procedure for a temp to notify Hobart/County that they will not be in that day?

All HWG temporary employees are instructed to notify HWG if they are unable to report to work. Once the call is received by HWG from an absent employee- the agency will be notified immediately.

5. Replacement of a temporary. How long for a replacement to be on-site? How long before the agency is notified if a replacement is not available?

Once HWG has been notified that a HWG needs to be replaced, this replacement will receive the highest priority from HWG to refill. HWG would anticipate that the replacement would be on-site within 24 hours of receiving the notice.

If HWG is unable to fill the replacement, the agency will be notified within one hour from the replacement request.

6. *Replacement for any reason or just unsatisfactory performance?*

The goal of HWG is to provide temporary employees that meet and/or exceed the expectations of the agency. If, for the following reasons, the HWG temporary does not meet the expectations on his/her **first day**, there will be no charge. In order not to be charged for work performed, HWG **MUST** be notified by the end of the first day.

- a. excessive tardiness
- b. lack of initiative
- c. HWG temporary cannot meet the expectations of the stated job description for either an Admin I or Admin II
- d. HWG temporary employee displays characteristics that are unprofessional and/or unacceptable for the workplace

Accepted by:

Lisa Johnson / Branch mgr
Lisa Bryant, Vice President
The Hobart West Group

10-28-02
Date

Peter J. Schroth
Peter J. Schroth, Director
Fairfax County Human Resources

10.31.02
Date

Cathy A. Muse
Cathy A. Muse, CPPO, Director
Department of Purchasing & Supply Management

11/1/02
Date

APPENDIX B
RFP02-587670-16

COG Rider for Additional Jurisdictions

REFERENCE PARAGRAPH 31 OF THE SPECIAL PROVISIONS, "BIDDERS AUTHORIZATION TO EXTEND CONTRACTS":

<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>
<u>X</u>		Alexandria Public Schools		<u>X</u>	Madison County Public Schools
<u>X</u>		Alexandria Sanitation Authority	<u>X</u>		Manassas Park Public Schools
<u>X</u>		Alexandria, Virginia	<u>X</u>		Manassas, Virginia
<u>X</u>		Arlington County, Virginia	<u>X</u>		Manassas City Public Schools
<u>X</u>		Arlington Public Schools			Maryland-National Capital Park & Planning
<u>X</u>		Bowie, Maryland	<u>X</u>		Commission
		Charles County, Maryland			Metropolitan Washington Airports
<u>X</u>			<u>X</u>		Authority
<u>X</u>		Chevy Chase Village, MD			Metropolitan Washington Council of
<u>X</u>		City of Fairfax, Virginia	<u>X</u>		Governments
		Clark County Administrative	<u>X</u>		Montgomery Community College
	<u>X</u>	Services	<u>X</u>		Montgomery County
<u>X</u>		College Park, Maryland	<u>X</u>		Prince George's County Public Schools
<u>X</u>		Culpeper County Public Schools	<u>X</u>		Montgomery County Public Schools
<u>X</u>		District of Columbia	<u>X</u>		Northern Virginia Community College
<u>X</u>		District of Columbia Schools	<u>X</u>		Northern Virginia Regional Commission
<u>X</u>		Fairfax County Water Authority		<u>X</u>	Orange County Public Schools
		Falls Church City Public	<u>X</u>		Prince George's County
<u>X</u>		Schools	<u>X</u>		Prince William County
<u>X</u>		Falls Church, Virginia	<u>X</u>		Prince William County Public Schools
	<u>X</u>	Fauquier County Schools	<u>X</u>		Prince William County Service Authority
<u>X</u>		Frederick City, Maryland		<u>X</u>	Rappahannock County Public Schools
<u>X</u>		Frederick County Maryland	<u>X</u>		Rockville, Maryland
<u>X</u>		Frederick County Schools		<u>X</u>	Shenandoah County Public Schools
<u>X</u>		Gaithersburg, Maryland	<u>X</u>		Stafford County Public Schools
<u>X</u>		Greenbelt, Maryland	<u>X</u>		Takoma Park, Maryland
<u>X</u>		Herndon, Virginia	<u>X</u>		Town of Vienna, Virginia
		Loudoun County Sanitation	<u>X</u>		Upper Occoquan Sewage Authority
		Authority			Washington Suburban Sanitary
<u>X</u>			<u>X</u>		Commission
		Loudoun County, Public	<u>X</u>		Virginia Railway Express
<u>X</u>		Schools			Washington Metropolitan Area Transit
<u>X</u>		Loudoun County, Virginia	<u>X</u>		Authority

YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.

The Hobart West Group
Vendor Name